

FRESNO, CALIFORNIA
CLASS SPECIFICATION

ASSISTANT DIRECTOR OF AVIATION (AIRPORTS)

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Assistant Director of Aviation (Airports) is the first level in a two level Management Airports series. Incumbents exercises considerable judgment and discretion in the administration and direction of the day-to-day operation of assigned divisions. Assumes full command responsibility of Airport operations in the absence of the Director of Aviation.

The Assistant Director of Aviation (Airports) is distinguished from the Director of Aviation (Airports), which is responsible for directing the overall operations of the Fresno Yosemite International and Chandler Executive Airports and has first-line supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|--------------|
| 1. | Supervises staff to include: prioritizing and assigning work; coaching; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
10% |
| 2. | Supervises the daily operations in assigned administrative support area, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans, participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and local laws, regulations, codes, and/or standards. | Daily
30% |
| 3. | Directs, reviews, and participates in the development of a variety of reports, work papers, communications, schedules, and/or other related documents to and from internal departments, the City Council, governmental entities, external agencies, contractors, and/or other interested parties; formulates recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives. | Daily
20% |
| 4. | Monitors and analyzes operational, administrative, and statistical data related to assigned division operations and regulatory requirements; makes recommendations based on findings. | Daily
20% |
| 5. | Represents the City, assigned Airport Division, and/or the Department at a variety of internal and/or external meetings, public events, on committees, and/or other related events in order to facilitate positive collaborative relationships and receive and/or convey information. | Daily
10% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
6.	Assists in forecasting, preparing, and administering operational and capital improvement budgets for assigned Airport division; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- Bachelor's Degree in a related field and seven years of airport supervisory and management experience, including two years at a senior management level, are required;

OR

- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree preferred.

Licensing Requirements (positions in this class typically require):

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

Knowledge (position requirements at entry):

Knowledge of:

- Managerial principles
- Aviation industry
- Applicable FAA, Federal, State, and Local laws, codes, ordinances, rules, and regulations governing the operation of commercial service airports
- Advanced theories, principles, and practices in assigned area of responsibility
- Basic strategic planning principles and practices
- Research and data analysis techniques
- Community and public relations principles and practices
- Organization and function of municipal governments
- Effects of political decision making on airport operations and policy
- Technical aspects of how airports operate

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Prioritizing and assigning work
- Training employees in proper work methods
- Developing, implementing, and administering programs in assigned area of responsibility
- Implementing public relations initiatives
- Reading and interpreting blueprints, schematics, and/or other technical drawings related to job duties
- Using computers and applicable software applications
- Developing and administering budgets
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals
- Analyzing data associated with airport operations and activities in assigned area of responsibility
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communicating ideas effectively in reaching airport objectives and goals
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business/organizations, elected and appointed officials, etc. sufficient to exchange or convey information and give and/or receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, and repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007

Reviewed by the City of Fresno

Date: 5/2008